

# SOP 05: Exit Protocols and Exit Clearance Procedures

Frost Entomological Museum Curator & Interest Group

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## Preamble

This document describes the conditions that must be met by departing personnel—retirements, graduation, new positions, *etc.*—and the activities surrounding departure from the Museum. Museum affiliates should read this checklist and maintain their materials and workspace in an organized state, in the event that their departures are unexpected.

## 1 Exit checklist

1. All specimens borrowed from other institutions must be packed and returned by the departee *prior* to leaving the Museum
2. All specimens belonging to the Museum and resulting from research or curation responsibilities of the departee must be:
  - Prepared and labeled according to *Frost SOP 03: Specimen Preparation Guide*
  - Freeze-treated
  - Returned to proper storage, and deposited in the collection in their appropriate location

Departee should discuss the return of specimens with the Collection Manager and/or Director.

3. Departee should prepare a short report for the Director and Collection Manager that transfers important, relevant knowledge about his/her curation activities while at the Museum. Museum notebooks(s) and other original Museum data should be turned over to the Director.
4. Departee is responsible for making sure his/her space is empty and clean
5. Departee must return his/her keys prior to or upon final departure

## 2 Questions for Museum Affiliates

Departures often, unfortunately, are sudden and tragic.

1. Are your loan forms organized? Are your borrowed specimens labeled in a way that they could easily be repatriated? Do the Director and Collection Manager know where your materials are?
2. Are your research specimens, *i.e.*, those designated to be deposited in the collection at the Museum, labeled properly? Are your lab notebook and digital files accessible?